

Intake Report Form for In-Shop Work

Intake Information

Brought in by: _____ Date: _____
Time: _____
Received by: _____ Phone: _____
Description of Equipment: _____
Tag Number: _____ Serial Number: _____
Description of Problem: _____

Analysis

Problem as Initially Determined: _____

Proposed Solution: _____

Description of Work Done

Problem as Finally Determined: _____

Work Done: _____

Returned to Customer

Notified to be Picked Up by: _____ Date: _____ Time: _____
Picked Up by: _____
Date: _____ Time: _____

